



Your application will be processed by:

Cathleen Collins

602-369-9275 (Phone, Texts & Voicemail)

[Cathleen@BloodhoundRealty.com](mailto:Cathleen@BloodhoundRealty.com)

Fax: 888-711-1880

Please send all documents to Cathleen

# Tips On Moving Your Application Ahead of the Rest

If you are interested in applying to lease this home, please go to <http://www.BloodhoundRealty.com/Applying> ...to submit your application on-line.

You've seen the home, and if this is the most ideal home for *you*, please review this document, so you will know what will make *you* the most ideal tenant for us!

We are look for the following qualities in our tenants:

**Rental Qualifications:** We look at the big picture, acknowledging that no one is perfect. We want to see at least three times the rent in *verifiable* income, decent credit and a good real estate history. We lease premium properties to premium residents who pay the rent reliably and maintain the home as if it were their own.

Being proactively motivated, forthcoming and transparent in the application process is the best way to stand out among the myriad online inquiries.

And... Please read carefully as you're completing your application. There are several documents that are requested in the documentation, and there are a lot of questions to answer. **If you don't supply the documents, or neglect answering questions fully, then you should expect your application processor to move on to the next, more complete\* application** (\*complete includes *all* the documents that are requested on the application). If the processor has to follow up with you to get information and/or documents, she'll do her follow up after she has completed reviewing all the other applicants... unless she selects our most ideal candidate with a more complete application before she has time to get back to you.

Your ability to handle the application process without a lot of hand-holding from the processor is a good indicator to us as to your ability to manage this home.

Please refer to the checklist on the reverse/next page. This list points out the sections of the application that too many applicants pass over/neglect.

**No Pets in this Home**

**Please read carefully. If you are represented by a Realtor, ask your Realtor to review with you and sign where indicated, then return your completed checklist with the other documents we require. Failure to follow instructions will delay processing of your application.**

- Every** adult (anyone 18 years old or over) who plans to live in this home -- *even if unemployed* -- needs to complete a separate application, and use his/her own email. **No shared email addresses.**
- Every applicant must send a color copy of his/her Driver's License or State ID.
- Every applicant with income that you want us to consider must provide proof of income. If you are employed, please provide us with the two most recent pay stubs from each of your employers. If your income is from some other source, please contact your processor to discuss other forms of income documentation
- Every applicant must provide six years of residential history. In the Residential History section of the application, look for the PDF titled "**Rental Verification Form.pdf**" Click on this link to download the form, print it, complete the top section with the address of the property you are currently renting or have rented during the past six years (complete one form for each of the homes where you have lived during this period), including your signature.

Send all documentation, and direct all questions to your processor:

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And don't forget to list **every** resident who will live here, even children; **every** vehicle that will be parked here; and the names and contact information for your personal references and emergency contact. Your references and emergency contact should be people who will *not* be on the lease.

Once we have complete applications for every adult in your party, we'll send you an email from Buildium, with the Subject Line "Secure request for credit check." The email will ask you to give BloodhoundRealty.com your permission to perform a credit and background check as part of your application, through TransUnion SmartMove.

***No smoking permitted on premises***

If you are represented by a Realtor, please have your Realtor complete & sign this section:

Realtor Name \_\_\_\_\_ Brokerage Name \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

The names of every adult applicant to lease this home, who I represent, are listed below:

\_\_\_\_\_

I confirm everyone listed above has submitted all the documentation requested.

Realtor's Signature: \_\_\_\_\_